

## Education

**University of Saint Joseph (U.S.J)**  
Bachelor of Business Administration (B.B.A).

*Sept '14 - June '17*

## Professional Experience

**U.S.J, Project Coordination Officer**

*Mar '18 – Present*

- Coordinating between management, faculty deans, staff, and students;
- Managing social media accounts of the VRR;
- Tracking and preparing regular reports to monitor projects' progress; and
- Devising solutions aimed at improving productivity and operational effectiveness.

**U.S.J, Internal Auditing Officer**

*July '17 – Feb '18*

- Ensured personnel comply with internal regulations and established control protocols;
- Examined documentation, including reports, statements, records, and memos;
- Determined internal audit scope and developed annual plans; and
- Prepared reports and preserved documentation pertaining to audits for internal record and presentation.

**Kaph Books, Brand Manager**

*Oct '16 - Feb '17*

- Organized book-signing events in Lebanon and MENA region;
- Managed press relations and performed bookkeeping activities; and
- Liaised with manufacturing personnel, sales personnel, and performed cashier duties during launch events.

**Solidere, Exhibition Coordinator**

*Jan '14 - April '16*

- Organized and managed art exhibitions;
- Managed social media accounts; and
- Liaised with purchasing personnel, performed cashier duties and managed a team of two.

**Crazy Candy, Assistant Manager**

*July '15 - Mar '16*

- Ordered floor stock with shelf life material for production; and
- Liaised with purchasing personnel, performed cashier duties and stocked shelves.

**Sohat, Promoter**

*May '13 – June '15*

Promoted the brand and introduced its products during events.

**Nothing Like the Queen, Assistant Manager**

*Oct '13 – Dec '13*

Managed stock and ran the sales operations.

**Club des 2 Clowns, Animator**

*Jan '07 – June '13*

Organized and created themes for children birthday parties.

**Fiber Restaurant, Waitress**

*May '13 – June '13*

Attended to customers' orders.

**Zabad, Hostess**

*May '12 – July '12*

Greeted people and handled table reservations.

## Internship

**Byblos Bank, HR Intern**

*June '16 - Aug '16*

- Processed recruitment applications on PeopleSoft software;
- Administered and corrected entrance exams of applicants;
- Prepared summaries of applicant profiles for the supervisor; and
- Scheduled and contacted applicants to set interview dates.

## Languages

Fluent in French and Arabic and working proficiency in English.